

## CONTINUING EDUCATION CEU LOG

Name of Certificate Holder \_\_\_\_\_

For the **two-year** reporting period  
January \_\_\_\_\_ to December \_\_\_\_\_

As per City ordinance, each licensee is required to maintain the records used to support credits claimed, and **keep attendance verification records in the form of completion certificates or other documents supporting evidence of attendance and must present them to the City of Wichita upon request.** You are required to keep these records for at least 4 years. Please use this log to track CEU 's earned.

Dates of Activity MM DD YY	Title of Program/ Description	Name of Sponsoring Organization/School Location (City & State)	Instructor/Speaker's Name	Number of CEUs Earned
1				
2				
3				
4				
5				

6 \_\_\_\_\_ CEU claimed (Total lines 1-5)

***Submit to OCI with your certificate  
renewal form.***

7 \_\_\_\_\_ Total (Minimum of 12 required)

***Keep a copy for your records***